



# Jefferson Township Police Department



Kevin M. Craig

Chief of Police



## VACANT HOME CHECK PROGRAM

### GENERAL INFO\*\*\*\*\*

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone #s: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_
- Description of House (i.e., red with white shutters): \_\_\_\_\_
- House location on the street (i.e., third house on the left): \_\_\_\_\_
- Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_
- Address you will be at on vacation: \_\_\_\_\_

### SECURITY\*\*\*\*\*

- Does your house have an alarm?  Yes  No Type of Alarm:  Burglar/Intrusion  Fire  Other \_\_\_\_\_
- Will the alarm(s) be armed while you are away?  Yes  No
- Name & phone # of Alarm Company: \_\_\_\_\_
- Emergency Contact name, address & phone #: \_\_\_\_\_
- Key Holder name, address, phone #: \_\_\_\_\_
- Will Key Holder or any other person (i.e., pet sitter, contractor, housekeeper, etc.) be at the house working at or checking the house while you are away?  Yes  No\*\*If yes, list their name(s), address(es) & phone #(s): \_\_\_\_\_

### LIGHTS\*\*\*\*\*

- Will lights be left on?  Yes  No\*\*If yes, which rooms:  BR1,  BR2,  BR3,  BR4,  LR,  DR,  FR,  KIT,  OUTSIDE,  OTHER-(list): \_\_\_\_\_
- Are lights on timers?  Yes  No\*\*If yes, list location and on/off times):  BR1 On \_\_\_ Off \_\_\_,  BR2 On \_\_\_ Off \_\_\_,  BR3 On \_\_\_ Off \_\_\_,  BR4 On \_\_\_ Off \_\_\_,  LR On \_\_\_ Off \_\_\_,  DR On \_\_\_ Off \_\_\_,  FR On \_\_\_ Off \_\_\_,  KIT On \_\_\_ Off \_\_\_,  OUTSIDE On \_\_\_ Off \_\_\_,  OTHER-(list): \_\_\_\_\_

### VEHICLES\*\*\*\*\*

- Cars left at home:  Yes  No\*\*If yes, how many? \_\_\_\_\_. License plate, description & location (garage or driveway) for each car: \_\_\_\_\_

### ADDITIONAL INFO\*\*\*\*\*

- Is there anything unusual about your house or property that officers should be aware of? (i.e., holes in the yard, floods during heavy rains, etc.)? \_\_\_\_\_

I am the owner and/or legal resident of the premises listed and I request a security check of those premises on the dates indicated. I also agree to notify the Jefferson Township Police Department upon my return to the premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM MUST BE SIGNED AND DATED ABOVE. RETURN COMPLETED FORM TO POLICE HEADQUARTERS, OR YOU MAY EMAIL IT TO [irodriguez@jeffersonpolice.com](mailto:irodriguez@jeffersonpolice.com) OR FAX IT TO 973-697-8702. CALL 973-697-1300 WITH ANY QUESTIONS.**

### Do Not Write Below This Line-Office Use Only

Remarks: \_\_\_\_\_

#### CHECK LOG

DATE CHECKED	BADGE #	DATE CHECKED	BADGE #	DATE CHECKED	BADGE #

Comments: \_\_\_\_\_

Returned Home Verification: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Badge # \_\_\_\_\_

**\*\*\*OFFICERS: WHEN RESIDENTS RETURN HOME, RETURN FORM TO COMMUNITY SERVICES BUREAU\*\*\***

# Jefferson Township Police Department

## VACANT HOME CHECKLIST

1. Let trusted neighbors know you will be away. If you would like the Jefferson Township Police to check your home while you are away, you can fill out a Vacant Home Check form (which you can pick up 24/7 at police hq, or you can access it on our home page at [www.jeffersonpolice.com](http://www.jeffersonpolice.com)) and drop it off at police headquarters, 1033 Weldon Road, Oak Ridge, NJ, fax it to 973-697-8702, or email it to [irodriguez@jeffersonpolice.com](mailto:irodriguez@jeffersonpolice.com).
2. Make your home look as lived-in as possible while you're away.
3. Never leave your house key hidden outside your home.
4. Stop all deliveries, or arrange for a neighbor to pick up your mail, newspapers, and packages.
5. Arrange for someone to mow your lawn, rake leaves, plow your driveway and maintain your yard to give the home a lived-in look.
6. Turn down the ringer on the telephone. An unanswered telephone is a dead give-away that no one is home.
7. Don't announce your absence on answering machine messages.
8. Leave your blinds, shades and curtains in a normal position. Don't close them unless that is what you do when you are home.
9. If you leave a car at home, park as you normally would.
10. Be sure to close and lock the windows, doors, garage, and any sheds, barns, attic entrances, gates, etc.
11. Engrave all your valuables with your driver's license number. If possible, videotape the contents of your home. Be sure to keep the video and the list of valuables in a safety deposit box.